				Germ	nan					
			Contact	Person Do	nna Hillis	5-2285				
	RETENTION	N REQUIRE	MENTS (YR)							
	(CY = Current Year)									
DESCRIPTION	CUSTODIAN	LEGAL	ACTIVE	NON-ACTIVE	OFFICIAL	CONFI- DENTIAL	VITAL	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE	SAFEGUARD MEASURES CURRENTLY IN PLACE
Department-Related Files										
Department self-study and										
review reports	Hillis		indefinitely		yes	no	yes	paper	yes	locked file cabinet
Faculty meeting agendas and										
minutes	Hillis		indefinitely		yes	no	yes	paper	yes	locked file cabinet
Department by-laws	Hillis		indefinitely		yes	no	yes	paper	no	locked file cabinet
Strategic plan	Hillis		indefinitely		yes	no	yes	paper	yes	locked file cabinet
CIC Questionnaire/Surveys/report										
S	Hillis		indefinitely		yes/no	no	yes	paper	yes	locked file cabinet
Course offerings/schedules	Hillis		indefinitely		yes/no	no	yes/no	paper	yes	locked file cabinet
Mid-Term and Final Class Lists	Hillis		CY + 1 yr	4 yrs	yes	yes	no/yes	paper	yes	locked file cabinet
Office correspondence of an official nature	Hillis		indefinitely		yes	yes/no	yes/no	paper	yes/no	locked file cabinet
Faculty CVs	Hillis		current version		yes	no	yes	paper	yes	locked file cabinet
Equipment requests/inventory	Hillis		CY + while housed in Dept		yes/no	no	yes/no	paper	yes	locked file cabinet
General Stores/Supplies	Hillis		CY	2 yrs	no	no	yes/no	paper	no	locked file cabinet
						-	,			
Personnel Files				1						
Faculty recruitment files	Hillis		CY+ 1	4 yrs	yes	yes	no	paper	no	locked file cabinet
Current faculty personnel files	Hillis		while in dept.	indefinitely	yes	yes	yes	paper	no	locked file cabinet
Former faculty personnel files	Hillis			indefinitely	yes	yes	no	paper	no	locked file cabinet

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Contact Person Donna Hillis 5-2285										
DESCRIPTION	CUSTODIAN	LEGAL	ACTIVE	NON- ACTIVE	OFFICIAI	CONFI- DENTIAL	VITAL	CURRENT RECORD FORMAT	DUPLICAT ED ELSEWHE	SAFEGUARD MEASURES CURRENTLY IN
Current/former faculty promotion & tenure files	Hillis	indefinitely		indefinitely	yes	yes	yes/no	paper	yes	locked file cabinet
Current staff personnel files Current graduate	Hillis		while in dept.	6 yrs	yes	yes	yes	paper	no	locked file cabinet
student/teaching assistant academic and personnel files	Hillis		while in dept.	indefinitely	yes	yes	yes	paper	no	locked file cabinet
Former graduate student/teaching assistant academic and personnel files	Hillis			indefinitely	yes	yes	yes/no	paper	no	locked file cabinet
Current undergraduate academic/personal files	Faculty Advisor		while in dept.	indefinitely	yes	yes	yes	paper	no	advisor's office
Former undergraduate academic/personal files	Hillis			indefinitely	yes	yes	no	paper	no	locked file cabinet
Admissions files-graduate applicants	Hillis		CY+ 1	2 yrs	yes	yes	yes	paper	yes	locked file cabinet
Undergraduate records/correspondence	Hillis		CY+4	indefinitely	yes/no	yes/no	yes/no	paper	yes	locked file cabinet
ACE forms	Hillis		CY	4 yrs	no	yes/no	yes	paper	no	cabinet/office
HRIS policies, appt. forms	Hillis		CY+4	indefinitely	yes	yes	yes	paper/PC	yes	locked file cabinet/office
Accounting Records Budget/Financial reports	Hillis		CY	4 yrs	VAS	no		naner	Ves	locked office
Backup documents for change vouchers, blue requisitions, procurement card, voucher/invoices, etc.	Hillis		CY+1	4 yrs	yes yes	no	yes	paper	yes	locked file cabinet
Statements of accounts	Hillis		CY+1	4 yrs	ves	no	yes	paper	yes	locked file cabinet

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				NON-		CONFI-		CURRENT	DUPLICAT	SAFEGUARD MEASURES	
DESCRIPTION	CUSTODIAN	LEGAL	ACTIVE	ACTIVE	OFFICIAL	DENTIAL	VITAL	FORMAT	ELSEWHE	CURRENTLY IN	
Payroll files	Hillis		CY+1	4 yrs	yes	yes	yes	paper	yes	locked file cabinet	
Travel vouchers	Hillis		CY+1	4 yrs	yes	no	no	paper	yes	locked file cabinet	
Phone bills	Hillis		CY+1	4 yrs	yes	no	yes/no	paper	yes	locked file cabinet	
Grant accounts and awards	Hillis		CY	5 yrs	yes	yes/no	yes	paper	no	locked file cabinet	